IT Unit 3

Topic 2

**Project Management,** p 134- 144

1. What is project management?

Project management is the process of planning, organising and monitoring a project for it to be completed on time and within a budget.

1. What is the role of a Gantt chart?

The role of a gantt chart is to list all tasks in a project and show all milestones and tasks that rely on them in a timeline, while also showing the people and resources allocated to each task.

Key Concepts, p 135

1. What is a milestone?

A milestone represents the achievement of significant stage in a project and has zero time duration.

1. What is its purpose?

To show a new stage of the planning after a large task or collective of tasks have been completed.

1. Explain the nature of dependencies.

Dependencies show that tasks are interdependent, meaning that they must be completed in a particular order. The commencement of some tasks depends directly on the task that is completed.

Processes

1. Outline the nature of the following processes in project management:
   1. Task identification

Task identification, identifies tasks or groups of tasks, before breaking them down into a list of separate, self-contained, achievable tasks.

* 1. Sequencing
     1. What is a predecessor and a successor?

Tasks that must be completed before another tasks can begin are called predecessors.

The dependent tasks are called successors.

* + 1. What is slack time?

The length of time that a task runs overtime before it affects other tasks is called slack time.

* 1. Time allocation resources
     1. What is a project’s critical path?

A project’s critical path is the sequence of tasks from benining to end that contains no slack time, has the longest duration and is the minimum possible time in which all of the project’s tasks can be completed.

**Documentation using Gantt charts, p 138**

1. What is a contingency?

Contingency plans are back up plans for a project once something goes wrong.